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**Personnel**

**SAFETY AWARDS PROGRAM**

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This instruction implements AFD 36-28, *Awards and Decorations Program*. It establishes procedures for identifying and recognizing those individuals who promote and stress safety within the 446<sup>th</sup> Airlift Wing (446 AW). It applies to all personnel, civilian and military, assigned to the 446 AW.

**1. General.** Safety awards are designed to honor and recognize people and units for contributing to safety and for preventing mishaps through either sustained superior performance or a one-time act. The safety awards program is designed to recognize our model safety awareness performers and encourage others to emulate their example.

**2. Responsibilities:**

- 2.1. The Wing Ground Safety Manager (446 AW/SEG), will monitor the wings safety awards program.
- 2.2. All Safety Awards should be presented by the 446 AW/CC or designated representative.

**3. Nominating Procedures:**

- 3.1. All individuals assigned to the 446 AW are eligible for the awards to include military and/or civilians.
- 3.2. Nominations for the awards can be made by anyone however, commanders and supervisors are encouraged to play an active part in the nomination process. Nominations will be forwarded to Wing Safety Office (446 AW/SE). Nominations can be sent to the Safety Office anytime during the quarter, but no later than one week after the quarter ends.
- 3.3. The quarters will be as follows:
  - 3.3.1. October – December.
  - 3.3.2. January – March.

3.3.3. April – June.

3.3.4. July – September.

3.4. Award nominations must be supported by clear, concise and pertinent facts reflected in a brief summary describing the individual's achievements during the award period. If you have multiple nominees, please submit a separate nomination package for each. (See [Attachment 1](#) for a sample awards package format.)

3.5. Once the Wing Safety Office has categorized and validated the nominations, the individual will receive a "Reward of Recognition" and become a candidate for a categorized Safety Award.

#### **4. Categories of Safety Awards:**

4.1. Quarterly Ground Safety Award. Selected from *Safety Nomination* recipients, this award recognizes the person who most significantly contributed to ground safety for the quarter.

4.2. Flight Safety Award. An award that recognizes a safe act other than those under normal written procedures that prevented injury to personnel and/or damage to equipment or ideas that result in programs, policies or procedural change that promotes flight safety. The Chief of Safety will approve this award on an as warranted basis.

4.3. Unit Safety Representative Award. An award that is granted on an "as merited" basis to a Unit Safety Representative and/or Coordinator to recognize sustained superior performance in meeting safety program requirements at the unit level. Award nominees are proposed by the Safety Staff and approved by the Chief of Safety.

4.4. Safety Nomination Award. An award that recognizes an individual's contribution to general safety awareness and practice. The award will be issued to groups and/or individuals who have enhanced safety in a special way. The Chief of Safety will approve this award on an "as warranted" basis.

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4.6. Safety Innovation Award. An award that recognizes an individual whose dedication and commitment to service generates change that enhances a safety policy and/or program. Award nominees are proposed by the Safety Staff and certified by the Chief of Safety. safety in a special way. The Chief of Safety will approve this award on an "as warranted" basis.

4.7. Annual Unit Safety of the Year Trophy. Awarded to a unit within the 446<sup>th</sup> Airlift Wing for vigilantly adhering to job standards while performing the assigned mission. Units will be judged for selection based upon safety program evaluation results, safety facility inspection results, mishap rates, and other pertinent factors. Selection will be made by the 446<sup>th</sup> AW Safety Staff. Presentation of the award will be made during the September Unit Training Assembly each year. The trophy will exhibit name plates of past recipients and rotate annually to it's new successor. The Chief of Safety will approve this award on an "as warranted" basis.

**5. Requirements:** A copy of this instruction will be maintained in all wing units.

THOMAS M. GISLER, JR., Colonel, USAFR  
Commander

**Attachment 1****SAMPLE AWARDS PACKAGE FORMAT****AWARDS NOMINATION FORMAT**

MEMORANDUM FOR 446 AW/SE

SUBJECT: 446 AW SAFETY AWARD NOMINATION

FROM:

1. Category Name of Award for which nominated for \_\_\_\_\_.

2. The following information is submitted:

_____	_____	_____
Grade/Rank	Name	Organization

3. A brief summary of action(s):

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**Signature Block**

**NOTE:** The guidelines provided in this format are merely suggested areas for consideration. Further justification will increase your nominee's chances for selection.